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Board of Regents, Murray State Normal School

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MINUTES OF BOARD OF REGENTSMURRAY STATE TEACHERS COLLEGE

April 12, 1937

The Board of Regents of Murray State Teachers College, Murray, Kentucky, met in the office of the President at 10:00 A. M. Monday, April 12, 1937, in regular quarterly session, with the following members present: Dr. C. E. Crume, Judge Charles Ferguson, Mr. Joe Rogers and Senator T. O. Turner. In the absence of Chairman Harry W. Peters, Vice Chairman T. O. Turner presided.

President's Report

Dr. Richmond read his report as President, copies of which had been distributed to the members of the Board, as follows:

REPORT OF THE PRESIDENT OF MURRAY STATETEACHERS COLLEGE TO THE BOARD OF REGENTS

April 12, 1937

The Honorable Board of Regents
Murray State Teachers College
Murray, Kentucky

Gentlemen:

I am submitting the following items for your information and consideration.

I. Change Order

Under date of April 5, 1937, we received from Mr. Geo. H. Sager, Jr., State Director Federal Emergency Administration Public Works, approved Project Change Order No. 17 - P - 4, authorizing an extension of time for the completion of the Physical Education and the Home Economics Buildings, Docket No. Ky-1062-R, to and including May 15, 1937.

II. Physical Education Building and Home Economics Building

Progress is being made as rapidly as possible on both the Physical Education Building and the Home Economics Building. Efforts are being made to have both buildings ready for final inspection by April 22, at which time government inspectors will be here to pass upon this particular docket. Of course, your President will not recommend to the Board of Regents the acceptance of these buildings until the duly constituted federal authorities advise me to do so.

III. President's Home

The remodeling of the President's Home has been completed; and, at this time, Mr. Kitty Collins, to whom the contract for decorating the home was given by the State Purchasing Agent, is proceeding with the work of decorating and equipping the home. Mr. Collins' bid of

\$10,700.00 was accepted by Mr. Howard of the purchasing division of the state government, and he has asked for additional bids, approximating \$969.00, for accessories. He has assured us that the amount of money necessary for these accessories will be allocated. When this is done, a total of approximately \$11,669.00 will have been used in decorating and equipping the President's Home, which amount is \$331.00 less than the \$12,000.00, allocated by the Governor out of his Emergency Fund for the purpose.

IV. Bids for Painting Exterior of President's Home, Landscaping President's Home and Landscaping Physical Education Building and Home Economics Building

V. High School Senior Day

Friday, April 2, 1937, was High School Senior Day at Murray State Teachers College. The high school seniors and school administrators of this section were invited to our campus as guests of the college, and an appropriate program was arranged for their entertainment and pleasure. We had a splendid attendance for this meeting, our guests seemed to enjoy themselves, and the day's program was successful from every standpoint. About thirty city and county superintendents and principals, several of whom are graduates of this college, met in the President's office in informal session and discussed present day administrative and curricular problems. Before adjourning, this group of educators organized as a School Administrators Club.

VI. Dr. John W. Carr's Return

Dr. John W. Carr, Dean of the College, returned to his desk during the last week of March, after a leave of absence of several weeks. He appears to be much improved in health, and is devoting full time to the duties of his office.

VII. Report of Audit of Books after Dr. Carr's Resignation as Treasurer of Murray State Teachers College

VIII. Commencement Program

Your President has invited Dr. Raymond A. Kent, President of the University of Louisville, to deliver the Commencement Address at 10:00 A. M., June 3. The Baccalaureate Sermon will be preached Sunday, May 31, by Rev. A. V. Havens, Pastor of the Christian Church at Murray. I have agreed to pay Dr. Kent an honorarium of \$100.00, out of which he pays his own expenses, and it is my purpose to offer Mr. Havens an honorarium of \$40.00. I trust these tentative arrangements meet with your approval. They are in line with previous arrangements of this character.

IX. Resignations and Leaves of Absence

The following resignation and leaves of absence have been received and accepted by the President:

Miss Mary Virginia Coleman - Resignation as assistant professor in the department of Foreign Languages.

Mr. C. S. Lowry - Leave of absence for the entire summer term to accept invitation of Carnegie Endowment for International Peace to attend its summer course in international law to be held at the University of Michigan.

Miss Margaret Campbell - Leave of absence from June 5 until September 1, 1937 in order to study at Peabody College.

Miss Evelyn Slater - Leave of absence during the summer in order to study for ten weeks at Columbia University.

As far as possible, it will be my purpose to absorb the work of the teachers on leave of absence rather than to employ temporary substitutes. If, however, it is necessary to employ one or more substitutes, you have given me authority to do this; and whatever plans of this character that may be made will be reported to the Board at a subsequent meeting. I always encourage members of the faculty to take leaves of absence when they are requested for the purpose of improving themselves in the service. Each of these requested leaves is for this purpose.

X. Report of the Committee on Entrance, Credits, Certification and Graduation

XI. Report of the Business Manager

1. General report; 2. Budget and employment

XII. Report of Activities of President in Washington

As your Board knows, during the last four years, I have been very much interested in federal aid to the schools, and have devoted much of my time to this program. My activities in this endeavor have been recognized by the school leadership of America, and occasionally, I am invited to come to Washington for the purpose of aiding them in this program. Recently, on the invitation of the National Education Association, I spent a week in Washington working on this particular enterprise before the House Committee of the Congress. We have every reason to expect this year, or not later than next year, an appropriation from Congress to aid the schools in the various states. If the Harrison-Black-Fletcher Bill passes, Kentucky will receive the first year, under the provisions of this act, about Two and One-Quarter Million Dollars for schools, which amount will increase each year for five years, at which time, and thereafter, our state will receive approximately Seven Million Dollars to supplement state and local finances for school support. I know of no measure better calculated to help the schools of Kentucky and, thereby, to improve this college, than the passage of this bill. I am prompted to call this matter to your attention because of some ridiculous criticisms on the part of uninformed people, that I should devote all my time to my desk here at Murray. I am sure this Board does not share such narrow and provincial views. If I am qualified to be President of this institution, then I may be trusted to use judgment in deciding what calls of this character I shall accept and what one I shall decline; moreover, if my leadership is of such restricted type as not to command the respect of the Educational leadership of the Nation, I am not competent for this office.

As Chairman of the Board of the Lower Tennessee Valley Association, I remained in Washington two additional days to work with the group of men of this association to hasten the construction of the Gilbertsville Dam.

XIII. General Condition of the College

Everything on the campus is moving in satisfactory fashion. No problems of any consequence have arisen since my last report. Agreeable with past practices,

the college will dismiss for the Kentucky Education Association in order that our faculty may attend. As a matter of fact, several of them have important assignments on the program and others are serving on various committees of this organization. The Murray Breakfast will be held on Friday morning, April 16, at the Kentucky Hotel, and I trust that all of you and your wives may find it possible to be present at this breakfast.

Enrollment for the last quarter, beginning April 5, has reached the number of 65.

XIV. Furnishing and Equipping Physical Education Building and Home Economics Building

Contracts for furnishing and equipping the Physical Education Building and the Home Economics Building, in accordance with the action of the Board of Regents in previous meeting and in conformity with instructions from Mr. Geo. H. Sager, Jr., will be executed as quickly as possible.

Respectfully submitted,

James H. Richmond,
President

JHR:TB

A. E. (Jack) Cole, Contractor Granted Extension of Time

Attention was called to the fact that the approved Project Change Order No. 17 - P - 4 only authorized an extension of time for the completion of the project, Docket No. Ky-1062-R, and that it is necessary for the Board to request an additional extension for Mr. A. E. (Jack) Cole, Contractor, from March 15, 1937 to and including May 15, 1937.

Motion was made by Dr. Crume that the Board of Regents grant Mr. A. E. (Jack) Cole, Contractor, another extension of time, from March 15, 1937 to and including May 15, 1937, for the completion of his contract for the construction of the Physical Education Building and the Home Economics Building, Docket No. Ky-1062-R, and that this extension be referred to Mr. Geo. H. Sager, Jr., State Director of the Federal Emergency Administration of Public Works, for final approval. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result; Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Auditing Committee's Report on Dr. J. W. Carr as Treasurer

Dr. Richmond presented to the Board the report of the Auditing Committee, which committee had checked the records of Dr. J. W. Carr as Treasurer of the Murray State Teachers College, and recommended that this report be received and made a part of the minutes and that Dr. J. W. Carr be discharged as Treasurer, with thanks.

Motion was made by Dr. Crume that the report of the Auditing Committee be received and made a part of the minutes of this Board, and that Dr. J. W. Carr be discharged as Treasurer, with thanks, as recommended by the President. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye. The motion was carried unanimously, and the report of the Committee follows.

January 22, 1937

James H. Richmond, President
Murray State Teachers College
Murray, Kentucky

Dear President Richmond:

We, the Auditing Committee, desire to report that we have examined and checked the records of Dr. J. W. Carr as Treasurer of Murray State Teachers College.

We desire to report that all checks have been properly signed, that all funds are fully accounted for, and that the books of the Murray State Teachers College are in balance with the books of the depositories.

We, also, desire to report that it is our opinion that every expenditure is legitimate for the maintenance and operation of the Murray State Teachers College.

We wish to commend Dr. J. W. Carr for his faithful performance of duty as Treasurer of the Murray State Teachers College.

Respectfully submitted,

AUDITING COMMITTEE

(Signed) R. E. Broach
R. E. Broach

(Signed) T. O. Turner
T. O. Turner

(Signed) T. H. Stokes
T. H. Stokes

Bids for Landscaping

Dr. Richmond reported to the Board that he had taken the liberty of asking Mr. Broach to secure bids for landscaping, so as to have them ready when the Board met, thereby saving considerable time in getting the work started. Bids for landscaping were received, as follows:

Murray Nursery Company, Murray, Kentucky	\$736.50
Byrn Landscape Service, Mayfield, Kentucky ..	\$1,111.50
Shupe Nurseries, Sedalia, Kentucky	\$899.50

Dr. Richmond recommended that the Business Manager be authorized to provide for the landscaping of the campus adjacent to the President's Home, the cost not to exceed \$550.00.

Motion was made by Dr. Crume that the Board accept Dr. Richmond's recommendation and authorize Mr. R. E. Broach, Business Manager, to proceed with the work of landscaping the campus adjacent to the President's Home at a cost not exceeding \$550.00. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Painting President's Home

A bid of \$149.00 was submitted by Murray Paint and Wallpaper Company for painting the exterior of the President's Home and cleaning all stone. Since only one bid

was received for this job, Dr. Richmond recommended that the Board authorize Mr. R. E. Broach, Business Manager, to proceed with making arrangements for the painting of the exterior of the President's Home at a cost not to exceed \$149.00.

Motion was made by Dr. Crume that the Board authorize Mr. R. E. Broach to proceed with arrangements for painting the President's Home, as recommended by the President. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Commencement Program

Motion was made by Mr. Rogers, and seconded by Dr. Crume, that the Board approve the President's arrangements for the commencement program. The roll was called on the adoption of this motion with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Report of Entrance, Credits, Certification and Graduation Committee

Dr. Richmond read to the Board the report of the Committee on Entrance, Credits, Certification and Graduation, and recommended that favorable action be taken on these recommendations, which follow.

April 12, 1937

To the Board of Regents
Murray State Teachers College

Gentlemen:

As per the duties assigned to the Committee on Entrance, Credits, Certification, and Graduation we report as follows:

1. We recommend that the COLLEGE CERTIFICATE of the person named below be renewed for life, as she has taught successfully for three years since her certificate was issued and has fulfilled all other requirements of the law:

Franklin, Earlene

2. The records in the Registrar's office show that Della Katherine Williams was granted the degree of Bachelor of Arts and a College Certificate on August 24, 1933. Miss Williams states that her diploma and certificate have been destroyed and asks that duplicates be granted her.

We recommend that Della Katherine Williams be issued a duplicate BACHELOR OF ARTS DEGREE and COLLEGE CERTIFICATE, each bearing the date of August 24, 1933.

3. The records in the Registrar's office show that Clovis W. Wallis was issued a Standard Certificate on February 1, 1929. Mr. Wallis states that his certificate has been destroyed and asks that he be granted a duplicate.

We recommend that Clovis W. Wallis be granted a duplicate STANDARD CERTIFICATE, bearing the date of February 1, 1929.

We further recommend that Mr. Wallis' STANDARD CERTIFICATE be renewed for life, as he has taught successfully for three years since his certificate was issued and has fulfilled all

other requirements as set forth in the law.

Very truly yours,

Cleo Gillis Hester

G. T. Hicks

O. Don Edmonds

Herbert Drennon

Floy Robbins

Alfred M. Wolfson

J. W. Carr

Mayrell Johnson

Motion was made by Dr. Crume that the Board accept the recommendations of the Committee and the President, and issue the duplicate degree and certificate, and renew the certificates in accordance therewith. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Business Manager's Report

Next, the report of the Business Manager was presented to the Board. A copy was handed to each member, and the report was read, as follows.

EXHIBIT A - Letter of Explanation

EXHIBIT B - Estimated Receipts for 1937-38

EXHIBIT C - Recommendation of Working Plan of Expenditures

EXHIBIT D - Budget Receipts and Expenditures Restricted by Building Program

EXHIBIT E - Faculty and Administrative Staff - Recommendations for Employment for Year 1937-38 by Dr. James H. Richmond

EXHIBIT F - Monthly Report to the Board of Regents

EXHIBIT G - Items for Information and Consideration

EXHIBIT A

EXHIBIT B - Estimated Receipts for 1937-38

1. You will note in Exhibit B that the State Appropriation this year is the same as last year.
2. In comparing items Incidental Fee - Maintenance and Operation, on Exhibit B and Exhibit F of this report, you will note there is quite an increase of estimated receipts for the ensuing year. This is due to the fact that we have estimated this collection upon the amount of attendance in the past year for the ensuing year. The 1936-37 budget was estimated at least 15% less than we have estimated for the 1937-38 budget.

3. You will note in comparing these two exhibits, B and F, the Incidental Fee - Liquidating Bonds, is left out entirely due to the fact that it is estimated in Exhibit D and will be kept in a separate account.
4. In comparing the items of these two exhibits, you will notice a little variation in the various accounts, all of which you will find a slight increase in the amount except in extension. These estimated receipts on all items were estimated on the present enrollment basis.

EXHIBIT C- Recommendation of Working Plan of Expenditures

You will notice in comparing the expenditures, Exhibit C and Exhibit F, a slight increase in the item of Salary and Wages; Lights, Water, Power Electricity; and Fuel and Power Plant Supplies; otherwise, there is a slight decrease in a few items.

EXHIBIT D - Budget Receipts and Expenditures Restricted by Building Program

The surplus shown in this budget is required by the contract with the P. W. A. authorities and Board of Regents in securing the P. W. A. grant.

Exhibit E - Faculty and Administrative Staff - Recommendations for Employment for Year 1937-38

A few minor changes are made in this report. This report gives the period of employment, date of employment and comparison of last year's salary with this year's recommendation.

EXHIBIT F - Monthly Report to the Board of Regents

This budget is prepared without any surplus and will require that the expenditures do not exceed the amount listed for each item; and it will be necessary to reduce the expenditures unless the receipts measure up to the estimate from time to time.

EXHIBIT B

WORKING PLAN, JULY 1, 1937 THROUGH JUNE 30, 1938

ESTIMATED RECEIPTS

	<u>State</u> <u>Appropriation</u>	<u>Revolving</u> <u>Fund</u>
A. State Appropriation	\$180,000.00	
B. <u>Revolving Fund Receipts</u>		
Incidental Fees (Maintenance & - Operation)		\$33,090.00
Incidental Fees (Liquidate Bonds)		
Laboratory Fees		6,340.00
Tuition, College		2,500.00
Tuition, Training School		3,500.00
Extension Income		2,000.00
Rents		8,900.00
Board or Cafeteria		34,000.00
Farm and Experimental Work		

	<u>State</u> <u>Appropriation</u>	<u>Revolving</u> <u>Fund</u>
Book Store		\$ 1,000.00
Miscellaneous Income		500.00
Auxiliary Funds:		
a. Athletics		4,000.00
b. College News		1,000.00
c. Home Management House		500.00
Total	\$180,000.00	\$97,330.00
 GRAND TOTAL		 \$277,330.00

EXHIBIT C

MURRAY STATE TEACHERS COLLEGE
ANNUAL BUDGET OF EXPENDITURES
July 1, 1937 - June 30, 1938

	<u>STATE</u> <u>APPROPRIATION</u>	<u>REVOLVING</u> <u>FUND</u>	<u>TOTAL</u>
A. Salaries, Wages, Fees and Other			
Personal Services	\$160,025.00	\$19,435.00	\$179,460.00
B. <u>Services other than personal</u>			
B-1 Traveling Expense.....	-----	2,500.00	2,500.00
B-2 Freight, Drayage & Express ..	-----	500.00	500.00
B-3 Communication - postage, tel- ephone and telegraph	-----	2,800.00	2,800.00
B-4 Printing, Binding & Advertising	-----	1,500.00	1,500.00
B-5 Lights, water, power and elec- tricity	10,000.00	-----	10,000.00
B-6 Sewerage Rent	-----	870.00	870.00
B-7 Training School Transportation	-----	500.00	500.00
B-8 Miscellaneous	-----	-----	-----
C. <u>Supplies and Materials</u>			
C-1 Office Supplies and Equipment	-----	1,250.00	1,250.00
C-2 Fuel and Power Plant Supplies	9,975.00	-----	9,975.00
C-3 Cleaning Supplies and Equipment	-----	1,000.00	1,000.00
C-4 Plumbing and Electrical Supplies	-----	500.00	500.00
C-5 Scientific, Technical Supplies	-----	4,500.00	4,500.00
C-6 Renewals, Repairs & Replacements	-----	5,000.00	5,000.00
C-7 Unforeseen Emergencies	-----	525.00	525.00
D. <u>Other Current Charges and Obligations</u>			
D-1 Insurance	-----	6,500.00	6,500.00
D-2 Interest	-----	-----	-----
D-3 Registration, Subscription & Awards	-----	200.00	200.00
D-4 Rents	-----	7,200.00	7,200.00
D-5 Refunds	-----	800.00	800.00
D-6 Miscellaneous	-----	-----	-----
E. <u>Auxiliary Agencies</u>			
E-1 Books, Supplies, Periodicals, Etc.....	-----	3,000.00	3,000.00
E-2 Athletics, Contracts, Games, Equipment, Etc.	-----	9,000.00	9,000.00
E-3 Dining Hall and Dormitories - Food, Supplies, Etc.	-----	25,500.00	25,500.00
E-4 Chapel Programs, Commencement and Entertainment	-----	1,000.00	1,000.00
E-5 Debating	-----	250.00	250.00
E-6 College News	-----	2,500.00	2,500.00
E-7 Home Management House	-----	500.00	500.00
 TOTAL	 \$180,000.00	 \$97,330.00	 \$277,330.00

EXHIBIT D

BUDGET RECEIPTS AND EXPENDITURES RESTRICTED BY BUILDING PROGRAM

Receipts in Bond Fund

a. Activity Ticket	\$2.50	\$1,800.00
b. Health Fee \$1.00 each semester		1,500.00
c. 25¢ charge to non activity ticket students to all games		500.00
d. Rent from College for Buildings		7,200.00
e. \$5.00 fee each semester Incidental Bond		8,900.00
Total		\$19,900.00

Liquidating Bond Fund

Interest & Bond		10,800.00
Surplus - Contingent Fund		9,100.00
Total		\$19,900.00

FACULTY AND ADMINISTRATIVE STAFF
RECOMMENDED FOR EMPLOYMENT
FOR YEAR 1937-38

(On advice of Dr. Richmond, in order to conserve space, two columns, "Period of Employment" and "Salary 1936-37", were omitted, and, also, the degrees of the faculty members were added and the classification and assignment corrected.)

Name and Degrees	Classification and Assignment	Length of Employment	1937-38 Annual Salary
James H. Richmond A. B., LL. D.	President	1-6-1936 to 1-6-1940	\$5,000.00
John W. Carr A. B., M. A., Ph. D.	Dean	6-1-1936 to 5-31,1939	4,500.00
<u>Registrar's Office</u>			
Cleo Gillis Hester B. S., M. S.	Assoc. Prof. Registrar	7-1-37 to 6-30-38	2,700.00
Suzanne Snook A. B.	Asst. Registrar	Same	1,550.00
Esther Rhodes	Transc. Clerk	Same	900.00
Bettie Hays B. S.	Recorder	Same	720.00
<u>Business Office</u>			
R. E. Broach B. S.	Business Manager	Same	3,000.00
Preston W. Ordway B. S.	Bookkeeper	Same	2,100.00
Oneida Wear	Stenographer	Same	960.00
<u>Extension Dept.</u>			
E. H. Smith B. S.	Director	Same	2,300.00
Kay Rudolph	Stenographer	Same	720.00
<u>President's and Dean's Office</u>			
Tennie Breckenridge	Sec. to President	Same	1,300.00
Alice Keys A. B., M. A.	Asst. Professor Administrative Sec. to President and Dean	Same	1,800.00

Name and Degrees	Classification and Assignment	Length of Employment	1937-38 Annual Salary
<u>Wells Hall</u>			
Annie H. Young	Dietitian	7-1-37 to 6-30-38	\$1,500.00
Mary W. Gardner	Matron	7-1-37 to 6-30-38	720.00
Jessie Powell	Cook	\$45.00 per month while working	
Fannye Whayne	Cook	\$40.00 per month while working	
Cally Outland	Cook	\$40.00 per month while working	
Ethel Melton	Janitress	\$40.00 per month while working	

(All cooks and the Janitress at Wells Hall to receive pay only for the time school is in session.)

Post Office

Glin Jeffrey	Postmaster	7-1-37 to 6-30-38	360.00
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Campus

Jim Strader	Supt. Bldgs.	Same	1,200.00
B. J. Hoffman	Engineer	Same	1,200.00
R. T. Parker	Night Watchman	Same	900.00
W. W. Holland	Grounds Keeper	Same	720.00
Charles Gibbs	Janitor (Also drives bus)	Same	720.00
	Janitor and Night Watchman		720.00
	Janitor		600.00
	Caretaker of Bldg.		720.00

FAULTY

Agriculture

A. Carman	Professor	7-1-37 to	\$3,000.00
B. S., M. A.	Head of Dept.	6-30-38	
		9 mos. (\$150.00 per mo.)	

Art

Mrs. Mary Ed Hall	Asst. Prof.	7-1-37 to	2,000.00
B. S., M. A.	Head of Dept.	6-30-38	
		9 mos. (\$125.00 per mo.)	

Biology

A. M. Wolfson	Professor	7-1-37 to	2,700.00
B. S., M. A., Ph. D.	Head of Dept.	6-30-38	
G. B. Pennebaker	Assoc. Prof.	Same	2,300.00
A. B., M. A.			
Liza Spann	Asst. Prof.	Same	2,000.00
A. B., M. A., Ph. D.			

Name and Degrees	Classification and Assignment	Length of Employment	1937-38 Annual Salary
<u>Commerce</u>			
Fred Gingles B. S., M. B. A.	Asst. Prof. Head of Dept.	7-1-37 to 6-30-38	\$2,000.00
			1,800.00
			900.00
<u>Languages and Literature</u>			
Herbert Drennon A. B., M. A., Ph. D.	Professor Head of Dept.	Same	3,300.00
Nadine Overall A. B., M. A.	Asst. Prof.	Same	2,000.00
Lillian Hollowell A. B., M. A.	Asst. Prof.	Same	2,000.00
F. D. Mellen A. B., M. S., M. A.	Asst. Prof.	Same	2,500.00
L. J. Hortin A. B.	Asst. Prof.	Same	2,140.00
Beatrice Frye A. B., M. A.	Asst. Prof.	Same	2,300.00
<u>Education</u>			
G. T. Hicks A. B., M. A., Ph. D.	Professor Head of Dept.	7-1-37 to 6-30-38	3,100.00
Nellie May Wyman B. S., M. A.	Asst. Prof.	Same	2,200.00
G. C. Poret A. B., M. A., Ph. D.	Assoc. Prof.	Same	2,500.00
<u>Geography and Geology</u>			
Floy Robbins B. S., M. A., Ph. D.	Professor Head of Dept.	Same	2,800.00
W. M. Caudill B. S., M. S.	Assoc. Prof.	Same	2,300.00
<u>Health and Physical Education</u>			
Roy Stewart A. B., M. A.	Asst. Prof. Head of Dept.	Same	2,500.00
Carlisle Cutchin A. B., M. A.	Asst. Prof.	Same	2,100.00
John Miller B. S.	Asst. Prof.	Same	1,950.00
<u>Dean of Men</u>			
Carrie Allison A. B., M. A.	Asst. Prof.	7-1-37 to 6-30-38	2,000.00
Hugh L. Houston A. B., M. S., M. D. ($\frac{1}{2}$ time)	Asst. Prof. Physician		\$100.00 per month while working

Name and Degrees	Classification and Assignment	Length of Employment	1937-38 Annual Salary
<u>Home Economics</u>			
Ruth Sexton B. S.	Asst. Prof. Head of Dept.	7-1-37 to 6-30-38	\$2,000.00
Evelyn Slater B. S., M. A.	Asst. Prof.	Same	1,900.00
<u>Mathematics</u>			
M. G. Carman A. B., M. A., Ph. D.	Professor Head of Dept.	7-1-37 to 6-30-38	2,800.00
Evelyn Linn B. S., M. A.	Asst. Prof.	Same	2,000.00
<u>Music</u>			
Price Doyle B. S., M. A.	Asst. Prof. Head of Dept.	Same	2,800.00
L. R. Putnam B. S., B. M., Mus. G., M. S.	Asst. Prof.	Same	2,100.00
W. H. Fox B. Mus., M. A.	Asst. Prof.	Same	2,250.00
F. P. Inglis B. Mus., M. Mus.	Asst. Prof.	Same	1,850.00
C. R. McGavern B. Mus., M. Mus.	Asst. Prof.	Same	1,500.00
Daisy Hinkle B. M., B. P. M., M. A.	Asst. Prof.	Same	1,500.00
<u>Physical Science</u>			
Charles Hire A. B., M. A., Ph. D.	Professor Head of Dept.	Same	3,300.00
A. F. Yancey A. B., M. S.	Asst. Prof.	Same	2,100.00
R. A. Johnston A. B.	Asst. Prof.	Same	2,100.00
W. E. Blackburn A. B., M. S.	Asst. Prof.	Same	2,100.00
<u>Social Science</u>			
C. S. Lowry A. B., M. A.	Assoc. Prof.	Same	2,800.00
G. C. Ashcraft A. B., M. A.	Asst. Prof.	Same	2,400.00
Forrest C. Pogue A. B., M. A. (Rue L. Beale)	Asst. Prof.	Same	1,900.00
Mayrell Johnson B. S., M. A.	Asst. Prof. Dean of Women	Same	1,800.00

Name and Degrees	Classification and Assignment	Length of Employment	1937-38 Annual Salary
<u>Training School</u>			
W. J. Caplinger A. B., M. A.	Asst. Prof. Director Train. Sch. (Part time)	7-1-37 to 6-30-38	\$1,500.00
C. M. Graham B. S., M. A.	Asst. Prof. Principal Train. Sch.	Same	2,100.00
Margaret Campbell A. B., M. A.	Asst. Prof. Critic Teacher	Same	2,000.00
Lora Frisby A. B., M. A.	Asst. Prof. Critic Teacher	Same	1,800.00
Clifton Thurman B. S., M. A.	Asst. Prof. Critic Teacher	Same	1,800.00
Roberta Whitnah B. S., M. S.	Asst. Prof. Critic Teacher	Same	1,800.00
Clara Rimmer B. S., M. A.	Asst. Prof. Critic Teacher	Same	1,800.00
Emma Helm B. S., M. A.	Asst. Prof. Critic Teacher	Same	1,800.00
Naomi Maple A. B.	Asst. Prof. Critic Teacher	Same	1,600.00
Mattie Trousdale B. S., M. A.	Asst. Prof. Critic Teacher	Same	1,800.00
Desiree Beale A. B., M. A.	Asst. Prof. Critic Teacher	Same	1,800.00
Ola B. Brock A. B.	Asst. Prof. Critic Teacher	Same	1,600.00
Bertie Manor B. S.	Asst. Prof. Critic Teacher	Same	1,750.00
Maurine Brookshire	Secretary	\$60.00 per month while working	

Library

W. J. Gibson B. S., M. A.	Asst. Prof. Librarian	7-1-37 to 6-30-38	2,400.00
Verna Goode A. B.	Asst. Prof. Asst. Librarian	Same	1,800.00
Mayme Whitnell A. B.	Librarian	\$60.00 per month while working	

EXHIBIT F

MONTHLY REPORT OF MURRAY STATE TEACHERS COLLEGE

For March, 1937

(Since this report is one of routine nature and since it has not been the custom to copy it into the minutes, it has been placed on file instead of being copied herein.)

EXHIBIT G

ITEMS FOR INFORMATION AND CONSIDERATION

Item 1. The Board of Regents will notice on Exhibit F, which is the monthly report we sent you recently, that the collections to April 1 are beyond the estimate on the work plan now in operation. A new estimate of receipts for this year will show approximately \$5,000.00 increase in receipts over the estimate at the time the budget was made. It will also show approximately \$1,000.00 more expenditures than was estimated at the time the budget was made. This will make approximately a \$4,000.00 gain in the present budget. It is true you will notice some of the items in expenditures are rather short in the estimate but the budget as a whole is in good condition. I have no doubt but that the budget will balance on June 30, 1937.

Item 2. In Dr. Richmond's report, he stated that the remodeling of the President's Home was completed. We have completed this remodeling on the allocation granted us by the Governor. There is a balance of \$4.35 left in this allocation. However, we have run into some things that were not specified that yet have to be done, such as the front porch will have to be relaid and the exterior painting should be done by all means. These items were not contained in the remodeling plans when the request was made for the allocation. Many other things have been done and paid for out of the allotted sum which were not specified when the remodeling plans were presented.

Item 3. A Close checkup has been made on the operation of the dormitory. At present, we show a net profit of \$579.84 from October, 1936 through March 31, 1937. This amount is about half of what we should have made on the dormitory. This is due to the increase of prices on goods, and also to the method of purchase. Unquestionably, in my mind, the present system of purchase has meant a loss in many instances. If we had been permitted to have contracted for the goods in June of last year, I am confident we would have saved at least \$500.00 on this account.

Item 4. I have plans for beautifying the outside of the President's Home for the consideration of the Board of Regents. This work will cost approximately \$600.00. This is a proposition for the Board's advice as to whether or not to spend this amount of money for that purpose. It will be charged against the item of Renewals and Repairs in the school budget. You will notice on Exhibit F that we have more than \$2,000.00 yet to be spent in that account.

Item 5. The exterior decorating of the Physical Education and Home Economics Buildings should be considered. The diagram and bids for the planting and decoration are ready to present to the Board if they care to have this work done. This item will also be charged to the school budget under the item of Renewals and Repairs.

The labor on items four and five can be done by the regular employees and N. Y. A. students.

Item 6. Insurance on the Physical Education and Home Economics Buildings should be awarded at this time as the Board probably will not convene again until the buildings are ready to be turned over to the college.

Frazer and Melugin have an estimate on this item on the average rate of the present buildings. The premium due when the policy is taken out will be approximately \$3,000.00.

The policy recommended by them, and one which is most easily handled by us financially, is the one, two and three year policy which will cause one-third of the total to expire each year, and then we will have an annual premium of approximately \$1,500.00 each year thereafter. This item will not be charged against the regular school budget but will be charged against the reserve fund accumulated from the incidental fees deposited in the Building and Revenue Account.

Insurance on Physical Education Building and Home Economics Building

Motion was made by Mr. Rogers that the Board authorize Mr. R. E. Broach, Business Manager, to arrange with Frazee and Melugin for the insurance on the Physical Education Building and the Home Economics Building, including the boiler insurance. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Special Fees

President Richmond recommended that the Board of Regents authorize the charging of fees such as are outlined in Exhibit D of the Business Manager's report, with the understanding that after further study of this plan, specific recommendations be presented for final approval.

Motion was made by Dr. Crume that the Board endorse the policy of charging special fees, as outlined in Exhibit D of the Business Manager's report, and that a detailed report be submitted at a subsequent meeting. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Auditorium Available for Address by Congressman John E. Rankin

President Richmond reported to the Board that temporary arrangements had been made to have Congressman John E. Rankin, of Mississippi, come to Murray to make an address on the subject of rural electrification, and he stated that he, as Chairman of the Lower Tennessee Valley Association, would like to have the permission of this Board to offer the TVA Association the use of the Auditorium of Murray State Teachers College for this address if and when arrangements are completed. This permission was granted unanimously.

Board Recessed for Lunch

Dr. Richmond suggested that, since it was lunch time, the Board recess until 1:00 P. M. and that the matter of the employment of the faculty and staff be taken up at that time. Whereupon, the Board recessed until 1:00 P. M. for lunch.

Faculty Employment and Salaries for June, 1937

Attention was called to the fact that the present contracts of the members of the faculty will expire the first of June, 1937 but that the fiscal year will not close until June 30th, thereby leaving the faculty without contracts for the month of June.

Motion was made by Dr. Crume that those faculty members whose contracts ended June 1, 1937, be given the same contract for the month of June, 1937, except wherever temporary employment has been made or other causes have arisen which may automatically cancel the employment, and that the President may have authority

to handle such positions for said month. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Mr. R. E. Broach Elected for Four Years at Increased Salary

Dr. Richmond stated to the Board that he was recommending a \$200.00 increase in salary for Mr. R. E. Broach, Business Manager, and that he be elected for a period of four years.

✓ Motion was made by Mr. Rogers that the Board increase Mr. R. E. Broach's salary \$200.00 per year; as recommended by the President, and elect him to his present position, Business Manager of Murray State Teachers College, for a term of four years. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Mr. P. W. Ordway's Salary Increased

Dr. Richmond called attention to the fact that he was recommending \$100.00 increase in salary for Mr. Preston W. Ordway and that he be reemployed at a salary of \$2,100.00 per year.

Motion was made by Dr. Crume that the salary of Mr. Ordway be placed at \$2,100.00 per year and that he be reelected as recommended by the President. This motion was seconded by Mr. Rogers, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Election of Faculty and Staff

President Richmond stated that he had prepared his recommendations for the employment of the faculty and staff, and had asked the Business Manager to include them in his report to the Board. He added that he was submitting them now to the Board for official action, and he recommended that the persons named therein be employed to the positions indicated, at the salaries and for the periods of time set forth in the report.

Motion was made by Dr. Crume that the Board adopt and approve the President's recommendations with reference to the employment of the faculty and staff, and employ the faculty and staff in accordance with these recommendations. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Budget Adopted Tentatively

Motion was made by Mr. Rogers that the Board tentatively adopt the budget as submitted. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Bills for Advertising for Furnishing and Equipping Physical Education Building and Home Economics Building

Bills for advertising for bids for furnishing and equipping the Physical Education Building and the Home Economics Building were presented by Dr. Richmond and recommended for payment, as follows:

The Ledger & Times, Murray, Kentucky	\$11.00
The Paducah Sun-Democrat, Paducah, Ky.	7.20
Mississippi Valley Contractor, St. Louis, Mo.	6.50
Total	<u>\$24.70</u>

Motion was made by Judge Ferguson that the Board approve these bills for advertising for bids and order them paid. This motion was seconded by Mr. Rogers, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Home Economics Building To Be Papered Immediately

Mr. G. Tandy Smith, Jr., Architect, came before the Board and reported that the Home Economics Building had not yet been papered because of some dampness appearing in the walls. In order that this building may be ready for occupancy immediately, Mr. Smith suggested, on the recommendation of Mrs. Elizabeth L. Ordway, Head of the Home Economics Department, that the building be papered now instead of waiting for the walls to dry out thoroughly. He stated that the necessity for occupying the building immediately would justify taking the risk for the damage, if any, which might occur because of papering this building before the walls had thoroughly dried.

Motion was made by Dr. Crume that the Board authorize the papering of the Home Economics Building immediately instead of waiting for the walls to dry out thoroughly. This motion was seconded by Mr. Rogers, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Home Economics House To Be Occupied

✓ Dr. Richmond suggested that, since it is necessary for us to occupy the Home Economics Practice House before it is completed in every detail, some member of the Board of Regents make a request of Mr. Cole to permit us to occupy this building subject to conditions that would not make us liable for any of his contract which has not been completed but which would protect him from suffering loss from any damage that we may do to the building before it is officially accepted.

Motion was made by Mr. Rogers that the Board authorize and instruct Mr. R. E. Broach, Business Manager, to arrange an agreement with Mr. A. E. (Jack) Cole, Contractor, whereby the college may occupy the Home Economics Building immediately with the understanding that the school would not be responsible for any part of his contract which has not been completed but will be responsible for any damage that we may do to the building before it is officially accepted. This motion was seconded by Dr. Crume and was carried unanimously.

G. Tandy Smith, Jr., Architect, Requested Fee for President's Home

Next, Dr. Richmond read to the Board a letter which Mr. G. Tandy Smith, Jr., Architect, had just handed him, in which he requested that a fee be allowed him for his services in connection with the remodeling of the President's Home. Mr. Smith stated in his letter that the customary fee for this work would amount to approximately \$250.00, but, as he had previously agreed to cooperate

with the Board in making the cost of the alterations as low as possible, he would accept \$100.00 in full for his services.

After some informal discussion of this request and the conditions incident thereto, motion was made by Mr. Rogers that the Board defer action on Mr. Smith's request for an allowance of \$100.00 for architectural fees in connection with the remodeling of the President's Home. This motion was seconded by Dr. Crume and carried unanimously.

Adjournment

Motion was made by Mr. Rogers, seconded by Judge Ferguson, and unanimously carried, that the Board adjourn.

J. D. Sumner
Chairman

Alice Keys
Secretary